

APPROVED

July 6, 2004

Michigan State Administrative Board

Lansing, Michigan

June 15, 2004

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Room, 7th Floor, Mason Building, on Tuesday, June 15, 2004, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Alisande Henry, Executive Assistant, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney General for Law, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joseph Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State
Jean Shane, Special Assistant, representing Thomas D. Watkins, Superintendent of Public Instruction
Wayne Roe, Jr., Administrator of Contract Services, Bureau of Finance and Administration, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Sergio Paneque, Executive; Sean Carlson, Department of Management and Budget; Jean Ingersoll, Randy Knapp, Pam Lavender, Darby Schlagheck, Department of Transportation; Mike Hubert, Lansing Schools; Gordon VanWieren, Thrun Law Firm

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved to approve the minutes of the State Administrative Board for the regular meeting of June 1, 2004 and the special meeting of June 9, 2004. The motion was supported by Ms. Leffler and unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

NONE

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Certified Retention and Disposal Schedule(s):

CITY OF PORTAGE, Police Department, 6/2/2004

CITY OF ROMULUS, Department of Public Safety, Police, and Fire
Dispatch, 6/2/2004

Mr. Pavona moved the State Administrative Board approve the Certified Retention and Disposal Schedules. The motion was supported by Ms. MacDowell and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Report for the regular meeting of June 8, 2004. After review of the forgoing Finance and Claims Committee Report, Ms. MacDowell moved that the Finance and Claims Committee Report covering the regular meeting held June 8, 2004 be approved and adopted with Item 11(2) of the regular agenda withdrawn at the State Administrative Board meeting of June 15, 2004 per the request of the Department of Management and Budget and Items 21(1) and 21(2) of the regular agenda tabled at the State Administrative Board meeting of June 15, 2004. The motion was supported by Ms. Leffler and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of June 9, 2004. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held June 9, 2004 be approved and adopted. The motion was supported by Ms. Shane and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of June 9, 2004. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held June 9, 2004, be approved and adopted with the withdrawal at the State Administrative Board meeting of June 15, 2004 of Item 17 of the regular agenda and Item 8 of the supplemental agenda by the Department of Transportation. The motion was supported by Ms. Leffler and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Ms. MacDowell moved the meeting be adjourned. Supported by Mr. Pavona, the motion was unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON